

CATALYST

Modifications 2006

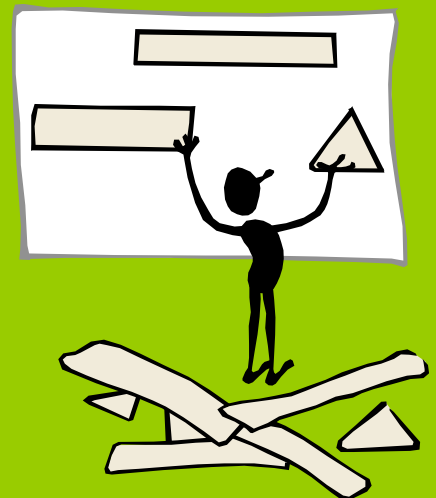
What's inside:

- Step by step guide to entering data into the system
- Old & new screen shot comparison (in case you feel “lost”)
- Reporting expectations & guidelines for using modified screens



Purpose of Modifications

- Documentation of local success & policy outcomes
- Addition of contract management functionality as requested by state auditor
- Simplification of the system based on lessons learned over past 5 years
- Expansion of functionality to share system with other DOH programs



Entering a Workplan

- The main modification to the workplan entry screens is the audience feature
- It is no longer necessary to attach attributes to your audience
- All activities do NOT require defined audiences or audience counts
- When an audience is required you will be prompted

CATALYST - Microsoft Internet Explorer

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catalyst - Workplan |

Home Contract Management Activity Evaluation Reports Utilities Help

WORKPLAN

Goal/Activity ←

Outcomes ✓

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Save

Goal

Activity

SMART Activity Objective and Description *(5000 characters max)*

(SMART - Specific, Measurable, Achievable, Relevant, Time-bound)

New menu description

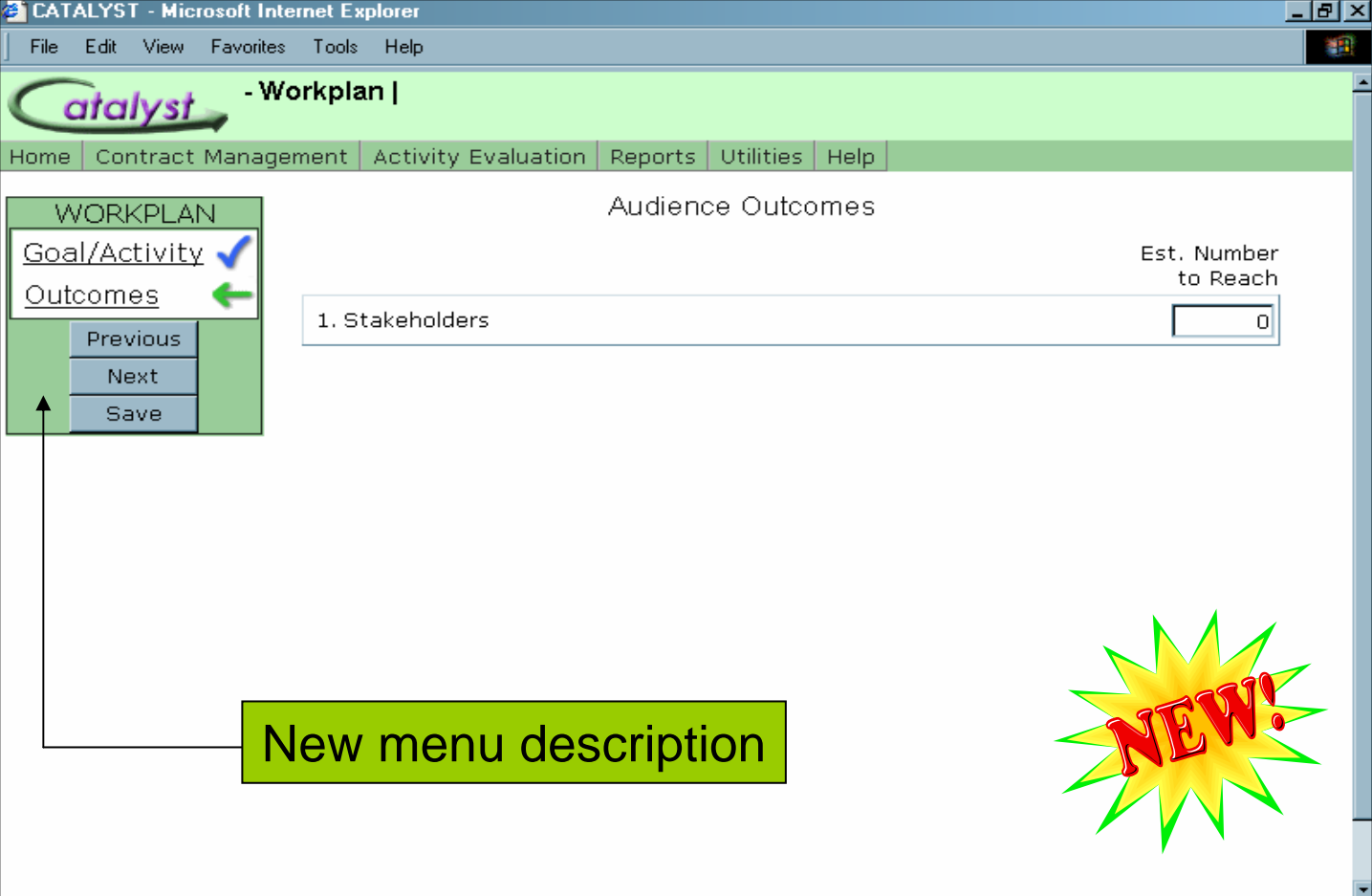
Building a Workplan:

To access this screen login to CATALYST and select the following menu options:

CONTRACT MANAGEMENT – WORKPLAN

1. Select a goal
2. Select the corresponding activity
3. Write a SMART activity objective

Your 2006-2007 workplans will be entered by DOH.



Defining an Audience:

To access this screen login to CATALYST and select the following menu options:

CONTRACT MANAGEMENT – WORKPLAN

If the activity requires an audience count an audience description will appear.

Continued on next page

Defining an Audience

(continued)

- If an audience count is NOT required the following message will appear:

An audience count is not necessary for this activity. Please describe your audience in your SMART objective.

- The Workplan & Output Reporting Workbook discusses the activities that require an audience count

Entering Monthly Outputs

To access the following screens login to CATALYST and select the following menu options:

CONTRACT MANAGEMENT – OUTPUTS







CATALYST - Microsoft Internet Explorer


File Edit View Favorites Tools Help

atalyst - Output |

Home Contract Management Activity Evaluation Reports Utilities Help

RESULTS

- Goal/Activity 
- Outputs 
- Outcomes 
- Key Partner 
- Success Stories 
- Evaluation 



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Save

Goal

Activity

**Planned Activities*

No evaluation tool checkbook.

Functionality of this screen remains the same as before

New menu description

Goal/Activity Screen:

- Select a Goal to report
- Select an Activity to report
- The Evaluation Tool checkbox has been removed. You are no longer required to enter survey or tracking data into CATALYST.

CATALYST - Microsoft Internet Explorer

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Home Contract Management Activity Evaluation Reports Utilities Help

RESULTS

- Goal/Activity ✓
- Outputs →
- Outcomes ✓
- Key Partner ✓
- Success Stories ✓
- Evaluation ✓

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Month

Output Journal

Resource Type Value

(Resources Type = Time or \$)

Month Journal Resource Value

New menu description

Outputs Screen:

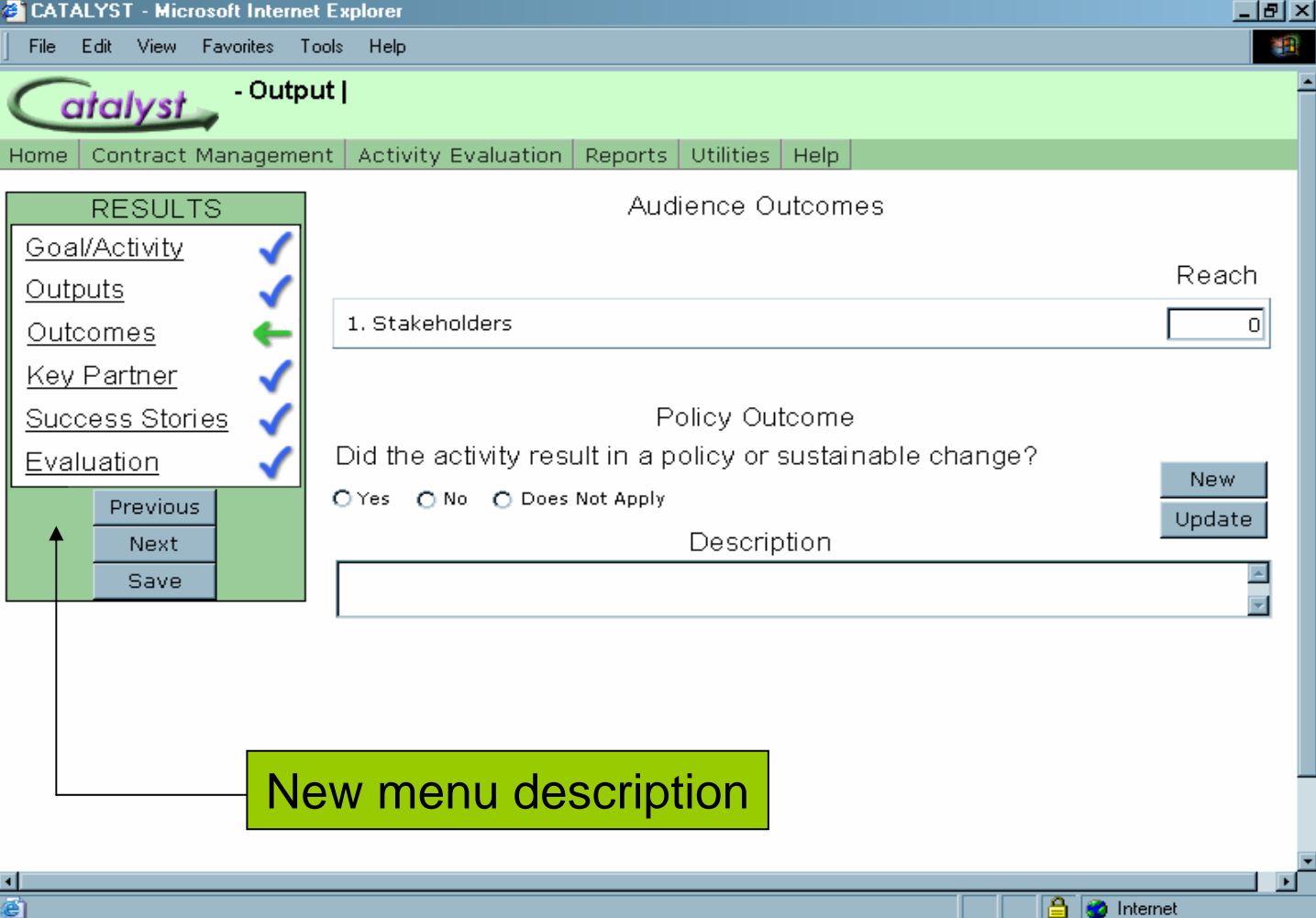
- Choose the month you are reporting (no longer requires a date)
- Enter the monthly journal. This is the new location of the journal used in the previous version of CATALYST (it may be useful to include the date in the journal)

Outputs

(continued)

RESOURCE TYPE:

- *Staff Time* (dedicated to an activity if being billed for in that month)
- *Money* (money spent for an activity if being billed for in that month)
- Required feature
- Contract managers will be using this feature to justify monthly payments
- Volunteer time is still documented on the Key Partner screen (but not required)



Outcomes Screen:

- Report audience count if required
- Document if the activity resulted in a policy outcome and providing a description.

Examples of a Policy Outcome

- Park policy
- Organizational policy
- Private business policy
- School policy

More specific guidance will be provided for reporting your policy outcome reporting

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Home Contract Management Activity Evaluation Reports Utilities Help

RESULTS

Goal/Activity ✓

Outputs ✓

Outcomes ✓

Key Partner →

Success Stories ✓

Evaluation ✓

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Save

Key Partner

Use the drop-down list to select partners that appear in the list; if the partner is not included in the list, type in its full name in the lower field.

Contribution Type

(mm/dd/yyyy)

Date

\$ Value

(0 or 0.00)

Vol. Hours

(0 or 0.0)

Note

(250 characters max)

New menu description

New

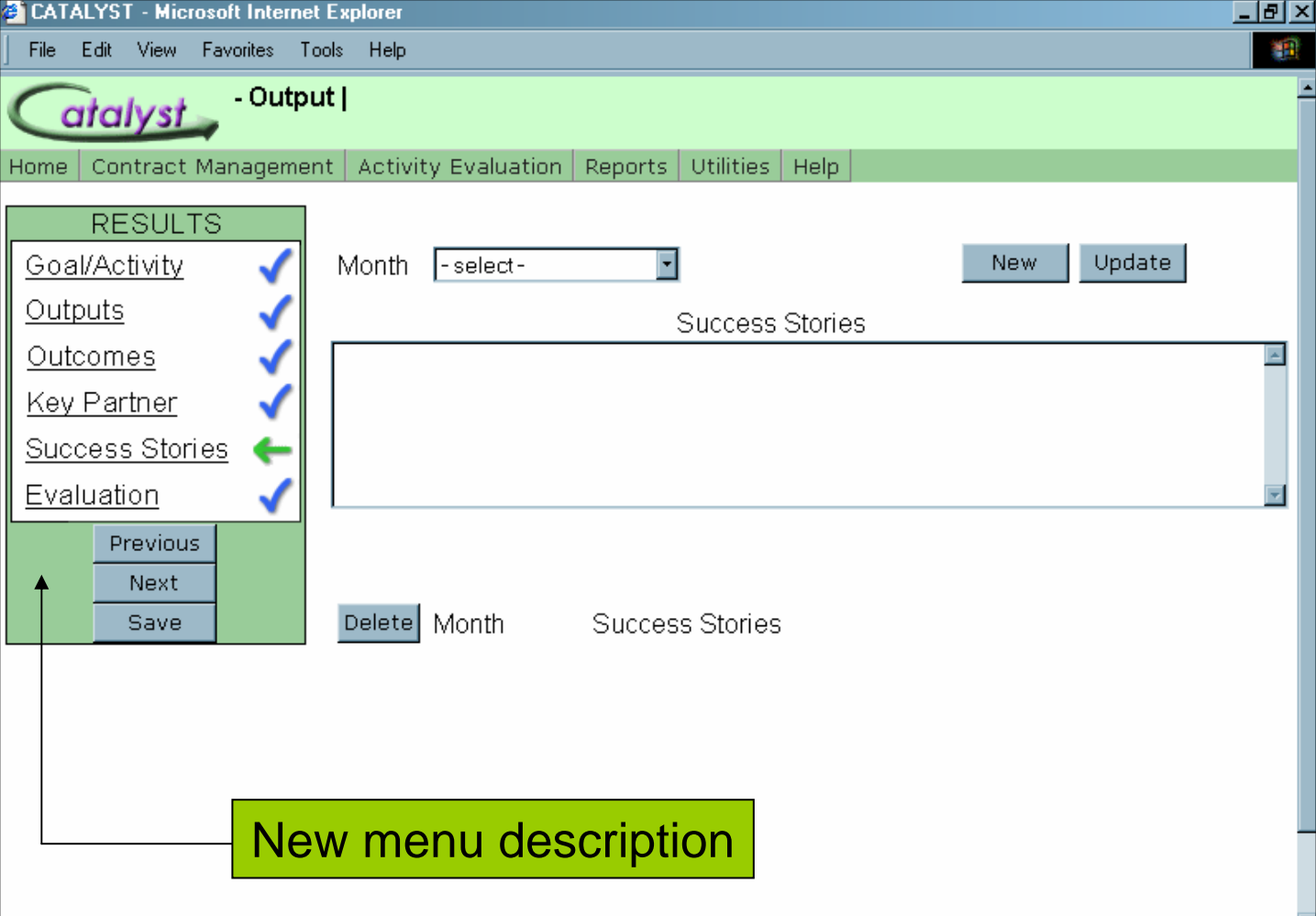
Update

If the Contribution Type is Cash or Materials, specify a \$ Value. If the Contribution Type is Volunteer Hours, specify the Vol. Hours contributed.

Type Value

Key Partner Screen:

- Use to document in-kind contributions
- Demonstrates and documents success at leveraging resources
- Use any time a key partner is involved with an activity



Success Stories Screen:

- Select month and use the text box to document a success story
- Use only when you have a local program success story

Success Stories

- This feature documents local successes by activity and for a contractor or region
- Examples of success stories include: a sustainable policy change, a “lesson learned”, or a demonstration of a “best practice”
- Provide the following in your description:
 - Describe the problem & who is affected
 - Describe how the problem was addressed
 - Describes the steps taken
 - Describe who was involved and what they contributed
 - Describe the impact of the activity
 - Describe how the success related your strategic goals

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Home Contract Management Activity Evaluation Reports Utilities Help

RESULTS

- Goal/Activity ✓
- Outputs ✓
- Outcomes ✓
- Key Partner ✓
- Success Stories ✓
- Evaluation ✓

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Activity Evaluation

Complete this screen only when you are done with this activity for the fiscal year.

Closeout Month

Did you meet your SMART Activity Objective?
(refer to SMART Activity Objective and Description in workplan) ☐ Yes ☐ No ☐ Partially

Explain

For your organization or organizations similar to yours to what degree do you recommend this activity?

Why?

New menu description

Evaluation Screen:

- Complete this screen only when you are done with the activity for the fiscal year.
- Select the month and indicate if you met your SMART Objective
- Provide a recommendation



NEW!

Old & New Comparison of CATALYST Screen Shots

Entering a Workplan

These screen shots give you an idea of what the old screen looked like in comparison to the new screen. They do not provide new or additional information.

Previous Workplan | Goal/Activity Screen

CATALYST - Microsoft Internet Explorer

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atalyst - Workplan |

Home Contract Management Activity Evaluation Reports Utilities Help

WORKPLAN

Goal/Activity ←

Audience ✓

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Save

Goal

Activity

SMART Activity Objective and Description (5000 characters max)

(SMART - Specific, Measurable, Achievable, Relevant, Time-bound)

New Workplan | Goal/Activity Screen

CATALYST - Microsoft Internet Explorer

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WORKPLAN

Goal/Activity ←

Outcomes ✓

Previous

Next

Save

Goal

Activity

SMART Activity Objective and Description (5000 characters max)

(SMART - Specific, Measurable, Achievable, Relevant, Time-bound)

New menu description

Internet

Previous Workplan | Audience Screen

CATALYST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

atalyst - Workplan |

Home Contract Management Activity Evaluation Reports Utilities Help

WORKPLAN

Goal/Activity ✓

Audience ←

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Save

Audience

Audience Description

Tobacco Use - select an option - Cultural Minority - select an option -

Age Range - select an option - Other Affiliation - select an option -

Occupation - select an option - Risk Factor - select an option -

Life Stage - select an option - Venue - select an option -

(You must select a category from at least one drop down list to define an audience.)

Est. Number to Reach

New Update

Delete Description Count

New Workplan | Audience Screen

CATALYST - Microsoft Internet Explorer

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atalyst - Workplan |

Home Contract Management Activity Evaluation Reports Utilities Help

WORKPLAN

Goal/Activity ✓

Outcomes ←

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Next

Save

Audience Outcomes

Est. Number to Reach

1. Stakeholders 0

New menu description

NEW!

Entering Monthly Outputs

These screen shots give you an idea of what the old screen looked like in comparison to the new screen. They do not provide new or additional information.

Previous Output | Goal/Activity Screen

CATALYST - Microsoft Internet Explorer

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Home Contract Management Activity Evaluation Reports Utilities Help

OUTPUT

- Goal/Activity ←
- Event Detail ✓
- Audience ✓
- Key Partner ✓
- Journal ✓
- Closeout ✓

Previous
Next
Save

Goal

Activity

**Planned Activities*

☐ Evaluation Tool Used

New Output | Goal/Activity Screen

CATALYST - Microsoft Internet Explorer

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RESULTS

- Goal/Activity ←
- Outputs ✓
- Outcomes ✓
- Key Partner ✓
- Success Stories ✓
- Evaluation ✓

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Next
Save

Goal

Activity

**Planned Activities*

New menu description

Previous Output | Event Detail Screen

CATALYST - Microsoft Internet Explorer

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Home Contract Management Activity Evaluation Reports Utilities Help

OUTPUT

Goal/Activity ✓
Event Detail ←
Audience ✓
Key Partner ✓
Journal ✓
Closeout ✓

Previous
Next
Save

Event Type: -select- Location:
(mm/dd/yyyy) (mm/dd/yyyy)
Date: Start: End:
Service Region
RITZVILLE
WASHTUCNA
BENGE
LIND
OTHELLO
include
exclude
Time Estimates
Contact: -select- Type: -select- Hours:
Delete Contact Time Type Est. Hours
New
Update

New Output | Outputs Screen

CATALYST - Microsoft Internet Explorer

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Home Contract Management Activity Evaluation Reports Utilities Help

RESULTS

Goal/Activity ✓
Outputs ←
Outcomes ✓
Key Partner ✓
Success Stories ✓
Evaluation ✓

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Save

Month: -select- New Update
Output Journal

Resource Type: -select- Value:
(Resources Type = Time or \$)
Delete Month Journal Resource
NEW!
New menu description

Previous Output | Audience Screen

CATALYST - Microsoft Internet Explorer

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OUTPUT

Goal/Activity ✓
Event Detail ✓
Audience ✓
Key Partner ✓
Journal ✓
Closeout ✓

Previous
Next
Save

Audience

Other Reach

Materials

Material Quantity

Material Qty

New Output | Outcomes Screen

CATALYST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

atalyst - Output |

Home Contract Management Activity Evaluation Reports Utilities Help

RESULTS

Goal/Activity ✓
Outputs ✓
Outcomes ✓
Key Partner ✓
Success Stories ✓
Evaluation ✓

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Audience Outcomes

1. Stakeholders Reach

Policy Outcome

Did the activity result in a policy or sustainable change?
☐ Yes ☐ No ☐ Does Not Apply

Description

NEW!

New menu description

Previous Output | Key Partner Screen

CATALYST - Microsoft Internet Explorer

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OUTPUT

Goal/Activity ✓

Event Detail ✓

Audience ✓

Key Partner ←

Journal ✓

Closeout ✓

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Save

Key Partner

Use the drop-down list to select partners that appear in the list; if the partner is not included in the list, type in its full name in the lower field.

Contribution Type

Date

\$ Value

Vol. Hours

Note

Partner Type Value

New Output | Key Partner Screen

CATALYST - Microsoft Internet Explorer

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RESULTS

Goal/Activity ✓

Outputs ✓

Outcomes ✓

Key Partner ←

Success Stories ✓

Evaluation ✓

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Save

Key Partner

Use the drop-down list to select partners that appear in the list; if the partner is not included in the list, type in its full name in the lower field.

Contribution Type

Date

\$ Value

Vol. Hours

Note

Partner Type Value

New menu description

Previous Output | Journal

CATALYST - Microsoft Internet Explorer

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Home Contract Management Activity Evaluation Reports Utilities Help

OUTPUT

Goal/Activity ✓
Event Detail ✓
Audience ✓
Key Partner ✓
Journal ←
Closeout ✓

Previous
Next
Save

Activity Journal

Date

Event Journal
(5000 characters max)

(Success and Horror Stories - Materials - Notes About Contacts/Regions - Things to Remember for Next Time. *Do not enter confidential data. All data in this system is subject to public disclosure laws.)

Date Journal

New Output | Success Stories Screen

CATALYST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

atalyst - Output |

Home Contract Management Activity Evaluation Reports Utilities Help

RESULTS

Goal/Activity ✓
Outputs ✓
Outcomes ✓
Key Partner ✓
Success Stories ←
Evaluation ✓

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Save

Month

Success Stories

Month Success Stories

NEW!

New menu description

Previous Output | Closeout Screen

CATALYST - Microsoft Internet Explorer

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Home Contract Management Activity Evaluation Reports Utilities Help

OUTPUT

Goal/Activity ✓
Event Detail ✓
Audience ✓
Key Partner ✓
Journal ✓
Closeout ←

Previous
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Save

Complete this screen only when you are done with this activity for the fiscal year.

Closeout Date (mm/dd/yyyy)

Did you meet your SMART Activity Objective?
(refer to SMART Activity Objective and Description in workplan) ☐ Yes ☐ No ☐ Partially

Explain (2000 characters max)

Recommendation

For your organization or organizations similar to yours to what degree do you recommend this activity?

Why? (5000 characters max)

New Output | Evaluation Screen

CATALYST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

atalyst - Output |

Home Contract Management Activity Evaluation Reports Utilities Help

RESULTS

Goal/Activity ✓
Outputs ✓
Outcomes ✓
Key Partner ✓
Success Stories ✓
Evaluation ←

Previous
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Save

Activity Evaluation

Complete this screen only when you are done with this activity for the fiscal year.

Closeout Month

Did you meet your SMART Activity Objective?
(refer to SMART Activity Objective and Description in workplan) ☐ Yes ☐ No ☐ Partially

Explain

For your organization or organizations similar to yours to what degree do you recommend this activity?

Why?

New menu description

CATALYST

Conclusions

- Modifications are scheduled for completion in July 2006
- Your 06-07 workplan will be entered by DOH
- No functional changes. You will recognize the system and this document will help guide you.
- Potential for a large training in Olympia if needed
- Shanae is always available to assist you with your technical questions